

I.	<u>Position Title:</u> Information Technology Director	<u>Revision Date:</u> 07/14
		<u>EEO Category:</u> Official/Administrator
		<u>Status:</u> Exempt (Executive)
		<u>Control No:</u> 20352

An Appointed Category 2 position under the general supervision and direction of the Finance & Information Technology Director, directs operation of the Information Technology Division and guides the City Departments' acquisition and use of information processing technology.

- Manages and directs all aspects of the City's computer and telephone operations including total authority and responsibility for the programming, back-up, integrity and security of all city computer and telephone systems.
- Recommends the proper equipment to meet the City's needs and designs and maintains information systems.
- Hires, disciplines, evaluates and directs staff of data processing and telephone systems professionals.
- Performs technical troubleshooting to resolve equipment and software problems.
- Prepares and administers the division budget which includes the establishment of user charges.
- Trains and provides technical support to users regarding computer and software use.
- Assists with network operations.

- Stays current with the latest technology.
- Plans and guides future growth of data processing City-wide.
- Coordinates with outside planning.
- Consults with other departments.
- Performs other duties as assigned.

Education: Bachelor's degree in computer science, information management, or related field.

Experience: Five years related work experience with progressively increasing responsibilities including at least two years administrative and supervisory experience; may substitute up to two years additional education for up to two years related experience.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Virtual machines; thin clients; system analysis; programming and data processing procedures; word processing, spread sheet, and data base applications; principles and practices of computer operations; telephone/telecommunication systems; principles of management, supervision, and budgeting; general municipal government practices and procedures, city practices and structures.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools; the supervision of Information Technology personnel.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; contact with the public presenting data that may influence important decisions; frequent contact with executives on matters requiring explanations and discussions' regular and frequent outside contact with persons of high rank.

Tool, Machine, Equipment Operation: Requires use of a variety of PC's and computer peripherals, printer, copier, 10-key, and telephone systems.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; model programs to the needs of users for desired results; explain technical material in layman terms; supervise employees effectively.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and move objects up to 20 pounds. Great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; constant exposure to deadlines

Work Environment: Employee will generally work in a comfortable office setting with occasional exposure to inclement weather conditions. The noise level in the work environment is usually minimal. Moderate evening and weekend work are necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____